

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 27 HOLIDAY	May 28	May 29	May 30 Compensation Review files due to HR	May 31
3 May19-19 Month-End closing begins Redistribution forms (AR, AP, LD & SPA) through April due by 9am	4	5	6	7 SPA AP Redistributions through May due by 9am
10 All Redistributions (AR, AP) and LD Adj's through May due by 9am	11	12 Property Accounting processing all FY19 capital invoices	13	14
17 SPA AP Redistributions not yet submitted for FY19 due by 9am Employee ERs submitted through 6/15 Card transactions verified through 6/15	18 Property Accounting system closed for year-end processing	19 Card transactions approved through 6/15 Employee ERs approved through 6/15 Non-employee ERs approved through 6/15	20	21
24 Approved Compensation Review reports available	25	26	27	28 All deposits due to Cash Ops by 2pm LD Labor Schedule deadline by 10pm

Color Key

	Financials Data Warehouse/Oracle Data Available
	Salary and PTO Review Dates
	Due Dates for Forms, Feeders, Entries & Deposits
	University Card Deadlines
	Property Accounting Processing/Deadlines
	System (AP, AR, GL) Closing Dates
	GBL Consolidation Dates
	Expense Report (ER) Deadlines
	System Closing Begins
	Payroll Processing/Deadlines
	Miscellaneous

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
Jun19-19 Month-End closing begins	AP Trial Balance Recon - QAR & AUS	GL Close begins at 8am US, QAR, AUS	HOLIDAY	
LD Adjustments due by 5pm	AP Close QAR & AUS by 5pm	GL closing GBL consolidations		
June Feeder Files due by 5pm	AR Transfer in US, QAR, AUS	Preliminary BMS & AMS posted		
GM batches due by 5pm	QAR Rev and Inv Processing in GM	GL data available in Oracle end of day		
GL JEs due by 5pm	June LD data available in FDW Tuesday morning	QAR GM data available in Oracle and FDW Wednesday morning		
CS Feeder File due by 5pm	US GM data available in Oracle and FDW Tuesday morning			
Payroll process monthly sublines by 12pm		Non-employee ERs approved through 6/30 by 9am		
Payroll process bi-weekly pay by 5pm				
AP Trial Balance Recon - US		AP Redistributions not yet submitted for FY19 due by 9am		
AP Close US by 5pm				
Last inload for Card Trans				
US Rev and Inv Processing in GM		All FY19 AP invoices, including Independent Contractor & Honorariums due by 12pm		
8	9	10	11	12
START JUNE SECOND CLOSE	FORMS DUE BY 9:00 A.M.	ALL FORMS, FILES & ENTRIES PROCESSED BY 12PM	AP Trial Balance Recon - QAR & AUS	GL Close begins at 8am US, QAR, AUS
Card transactions verified through 6/30	Card transactions approved through 6/30	Advancement file	AP Close QAR and AUS by 5pm	GL closing GBL consolidations by 5pm
Employee ERs submitted through 6/30	Employee ERs approved through 6/30 by 9am	Enrollment entries	AR Close US, QAR and AUS	GL data available in Oracle end of day
LD Adjustments due to SPA by 9am	June AR Redistributions due	Feeder & LD Adjustments AP Adjustments	Property Accounting JEs deadline by 5pm	QAR GM data available in Oracle and FDW
Internal Awards Forms due to Financial Reporting by 12pm	June Feeder Cost Transfers due	GL JEs and GM batches	US GM data available in Oracle and FDW	AMS (second close) posted (PM)
	FY19 Revenue Invoice forms due	Temporarily restricted (TR) funding source deficit clearing due	Payroll Suspense Accruals occur	GM Web Reports posted
	June LD Adjustments due	AP Trial Balance Recon - US	Payroll JEs due by 12pm	BMS (Final) posted
	International Inter-Company forms due	AP Close US by 5pm	QAR Rev and Inv Processing in GM	Change period in FDW
		US Rev and Inv Processing in GM	Final benefits processing	
			Run GM Web Reports	
15	16	17	18	19
Detail & consolidated GL data available in FDW		Close June (5pm)		Division closeout FINAL Adj entries due (only if notified of AP accruals)
July data available in FDW		GBL Un-/Consolidation		
Reopen June for closeouts (8am)		Division closeout entries due by 5pm		
22	23	24	25	26
GL beginning balances rolled forward to Jul19-20 and FY20 Budget				
Encumbrance roll forward (done over the weekend)				
GBL Un-/Consolidation				